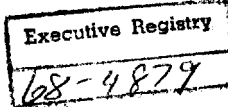


SECRET



5 November 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 31 October 1968

1. Commencing with this report, all data furnished will be on the basis of a Fiscal Year.

2. The workload for October 1968 was 72,854 items, 11% greater than October of last year, and exceeded that of any prior month. For the first four months of FY 69 we are running 7% over the same period FY 68. Twenty times during October an on-coming shift was faced with a backlog of 500-1,000 cables. By using supervisors and skilled analysts as clerks and press operators, the cables were moved out. Supervision suffered and essential checks were dispensed with. On the basis of information available to me, I have no reason to think that the annual rate of increase for the past five years, approximately 8%, will not continue for at least the next few years. We will do our best with what we have. The additional positions authorized will help.

3. On 8 October, Major Ono from the JCS Message Center visited and was briefed on the functions and missions of the Cable Secretariat.

25X1A

4. On 14 October, we discussed with [REDACTED] and others in PPB, the need for an increase in our T/O.

25X1A

5. On 17 October, we sat in on the Budget Meeting in which [REDACTED] of the Office of Communications made a fine presentation of the Cable Secretariat/Signal Center plans to automate.

25X1A

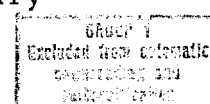
6. On 22 October, discussions were held with [REDACTED] and [REDACTED] of IRS re the requirements of the Deputy Directorate for Intelligence.

25X1A

7. As of 31 October, we were four persons short of our authorized T/O strength of [REDACTED]

25X1A

Cable Secretary



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Table Secretariat Workload
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1. The workload* for the Cable Secretariat for October FY 69 is shown in column seven. In columns two through six is shown the workload for October in each of the immediately preceding five years. The figures in parentheses indicate the percentage of change of the October FY 69 workload compared with the month/year shown, e.g., in October FY 69 the number of incoming CIA cables was 3% greater than in October FY 64 and 12% greater than in October FY 65, etc. Where the October FY 69 workload is less than a preceding month, a minus sign is used; all other percentages reflect an increase compared with prior months.

1 <u>Category</u>	2 <u>October</u> <u>64</u>	3 <u>October</u> <u>65</u>	4 <u>October</u> <u>66</u>	5 <u>October</u> <u>67</u>	6 <u>October</u> <u>68</u>	7 <u>October</u> <u>69</u>
IN	22,100 (3)	20,200 (12)	20,900 (8)	22,200 (2)	20,800 (9)	22,700
OUT	7,500 (25)	7,300 (28)	7,700 (23)	8,600 (9)	8,500 (10)	9,400
TOTAL	29,600 (8)	27,500 (17)	28,600 (12)	30,900 (4)	29,300 (9)	32,100
MISC	4,300 (23)	4,300 (21)	5,400 (-4)	4,900 (6)	5,200 (0)	5,300
TOTAL	33,900 (10)	31,800 (17)	34,000 (10)	35,800 (4)	34,600 (8)	37,400
NON-CIA	15,200 (133)	18,400 (92)	22,000 (61)	26,600 (33)	30,800 (15)	35,500
TOTAL	49,100 (48)	50,300 (45)	56,000 (30)	62,400 (17)	65,400 (11)	72,900

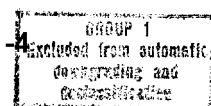
2. The workload* for the Cable Secretariat for the first four months of FY 69 is shown in column seven. In columns two through six is shown the workload for the first four months of each of the immediately preceding five years. The figures in parentheses indicate the percentage of change of the workload for the first four months of FY 69 compared with the workload of the same period in the previous FY's, e.g., in the first four months of FY 69 the number of incoming cables was 6% greater than in the first four months of FY 64, and -3% decrease under the first four months of FY 65, etc. Where the workload for the first four months of FY 69 is less than the period with which it is compared, a minus sign is used; all other percentages reflect an increase in FY 69 data compared with previous periods.

1 <u>Category</u>	2 <u>October</u> <u>64</u>	3 <u>October</u> <u>65</u>	4 <u>October</u> <u>66</u>	5 <u>October</u> <u>67</u>	6 <u>October</u> <u>68</u>	7 <u>October</u> <u>69</u>
IN	79,500 (6)	86,900 (-3)	81,600 (4)	81,100 (4)	82,000 (3)	84,500
OUT	28,600 (19)	29,000 (18)	30,700 (11)	31,500 (8)	32,300 (5)	34,100
TOTAL	108,200 (10)	115,900 (2)	112,300 (6)	112,600 (5)	114,300 (4)	118,600
MISC	14,700 (34)	16,300 (21)	21,100 (-7)	18,800 (5)	19,300 (2)	19,700
TOTAL	122,900 (12)	132,100 (5)	133,300 (4)	131,300 (5)	133,600 (3)	138,300
NON-CIA	57,300 (126)	69,900 (85)	83,300 (56)	99,700 (30)	116,500 (11)	129,700
TOTAL	180,200 (49)	202,000 (33)	216,700 (24)	231,100 (16)	250,200 (7)	268,000

* All figures are rounded to nearest hundred and nearest whole percentage.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

25X1A

FROM:

Cable Secretary

EXTENSION

5838

NO.

DATE

5 November 1968

TO: (Officer designation, room number, and building)

K

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Director-
Comptroller

6 Nov. 7 Nov.

W

2.

3.

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7.

8.

9. Cable Secretary
1A-53 Hqs.

gpb

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FORM
3-62

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